



*Embassy of the United States of America*

Guatemala City, Guatemala  
July 29, 2010

Dear Prospective Offeror/Quoter:

The United States Embassy Guatemala/APHIS has a requirement for a quotation of three Sport Utility Vehicles, Year 2010, SUVs 4x4. You are invited to submit a quotation. The Request for Quotations (RFQ) **SGT50010Q0030** consists of the following sections:

1. **Standard Form SF-18**
2. Basic information, statement of work or specifications and technical qualifications.
3. Evaluation Factors

The Embassy plans to award a purchase order to the lowest technically acceptable offeror. You are encouraged to make your quotation competitive. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ at any time.

You are required to return the completed **STANDARD FORM 18** to the address shown in item 9 together with your quotation no later than 12:00 hrs. on August 13, 2010 with attention to: **Valerie Valdez** or by E-mail at [ValdezVm@state.gov](mailto:ValdezVm@state.gov). Oral quotations will not be accepted.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nicole M. Martin".

Nicole M. Martin  
Contracting Officer

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 3 PAGES
1. REQUEST NO. SGT50010Q030	2. DATE ISSUED 7.29.2010	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY	
NAME VALERIE VALDEZ VESCO		TELEPHONE NUMBER AREA CODE 502 NUMBER 2326-4232		<input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)
8. TO:			9. DESTINATION	
a. NAME			a. NAME OF CONSIGNEE U.S. EMBASSY GUATEMALA/APHIS	
b. COMPANY			b. STREET ADDRESS AV. REFORMA 7-01, ZONA 10	
c. STREET ADDRESS			c. CITY GUATEMALA	
d. CITY		e. STATE	f. ZIP CODE	d. STATE GT e. ZIP CODE 01010
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 8.13.2010		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	<p>THREE SPORT UTILITY VEHICLES, year 2010 in accordance with specification provided in page no. 2, under the terms and conditions of this RFQ.</p> <p>*Price should include IVA, an IVA Form will be provided for 12% tax.            *Price must be CIF. Import taxes will be exempted with a Franchise.            *Payment will be processed after vehicles and invoice have been received.            *Payment Terms: Net 30 Days.            *The Embassy does not give advance payment.</p>				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						
c. COUNTY						
d. CITY			e. STATE	f. ZIP CODE	c. TITLE (Type or print)	
					NUMBER	

**US EMBASSY GUATEMALA**

**RFQ NO. SGT50010Q0030**

Please Submit a quotation for the purchase of Three 4X4 Sports Utility Vehicles. The Minimum requirements as follows:

1. 4X4
2. ELECTRONIC INJECTION
3. Minimum of 7 SEATS
4. ELECTRONICALLY OPERATED TRACTION 4X4
5. ELECTRONIC MIRRORS
6. AIR CONDITIONING
7. CENTRAL LOCKING
8. LAST ROW FOLDING SEATS
9. GASOLINE TANK
10. TOOL KIT
11. SECURITY AIR BAGS
12. FRONT AND REAR WIPERS
13. SAFETY BELTS ON ALL SEATS
14. FOG LIGHTS
15. ABS BREAKS IN THE TIRES
16. SAFETY KIDS LOCK
17. FRONT AND REAR BREAK DISC
18. CAPACITY TO OPEN TRUNK FROM INSIDE
19. SIDE BARS AGAINST IMPACT
20. CAPACITY TO OPEN FUEL TANK FROM INSIDE
21. SPARE TIRE SAME SIZE OF VEHICLE TIRES

You must include in your quotation the following data:

- \*Time of delivery
- \*Best Price.
- \*Color availability

Quotations must be submitted by 12:00 hrs. of Friday, August 13, 2010 at Avenida Reforma 7-01, Zona 10, by Email address: [ValdezVm@state.gov](mailto:ValdezVm@state.gov) .

## A. EVALUATION FACTORS

The Government intends to award a contract/purchase order resulting from this solicitation to the lowest priced, technically acceptable offeror/quoter who is a responsible contractor. The evaluation process shall include the following:

(a) COMPLIANCE REVIEW. The Government will perform an initial review of proposals/quotations received to determine compliance with the terms of the solicitation. The Government may reject as unacceptable proposals/quotations that do not conform to the solicitation.

(b) TECHNICAL ACCEPTABILITY. Technical acceptability will include a review of past performance and experience as defined in Section 3, along with any technical information provided by the offeror with its proposal/quotation. The Government reserves the right to conduct a field test of the quoter's network within Guatemala, Central America and USA to ensure adequate connectivity.

(c) PRICE EVALUATION. The lowest price will be determined by multiplying the offered prices times the estimated quantities in "Prices - Continuation of SF-1449, block 23", and arriving at a grand total, including all options. The Government reserves the right to reject proposals that are unreasonably low or high in price.

(d) RESPONSIBILITY DETERMINATION. The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- adequate financial resources or the ability to obtain them;
- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise qualified and eligible to receive an award under applicable laws and regulations.